

Guideline and Rules for NISB Biophysics and Biochemistry Platform

The NISB Biophysics and Biochemistry Platform is one of the newly set-up research platform in NISB and equipped with a range of biophysical instruments. It represents a substantial investment and resources for the NTU research community. To ensure that these resources are available at the optimum performance level and a minimum of downtime, NISB has established the following in house policy rules and regulation. Please note that the rules will be reviewed periodically by the committee and are subjected to change.

1.1 Pre-requisites for user access

- 1.1.1 A user briefing meeting is mandatory for new users (with or without their supervisor) prior to using the instrument in NISB Biophysics and Biochemistry platform. The platform manager will introduce and identify suitable technique and instrumentation to fit user's scientific research work. The platform manager will also brief the safety regulations, training requirements, and instrument usage charges during the meeting.
- 1.1.2 Users are required to complete and submit the [Application Form](#) together with a copy of **NTU OHSE Online Safety Courses transcript** (refer Appendix A) and approved **OHSE Risk Assessment (RA)** (submit online through the OHSE Intranet, click [here](#)) to nisb-admin@ntu.edu.sg before they are allowed to use the platform.
- 1.1.3 For users who are not from NTU, they are required also to complete and submit the [Indemnity Form](#) and submit it to NISB.

1.2 Bookings and Cancellation

- 1.2.1 Only trained users are allowed to reserve and use the instruments independently. The reservation is via Bookkit (Please kindly contact Dr. Liew Chong Wai, cwliew@ntu.edu.sg, for Bookkit account registration).
- 1.2.2 New users, who require training, are requested to indicate the preferable training time/date in the application form. Please take note that the new users will be under supervision until they are able to operate the equipment independently. Service charges will be applicable if long-hour supervision is involved and required.
- 1.2.3 Users will be charged for the **ENTIRE** reserved slot reflected in the booking system (unless the delay is due to instrument fault). Users may inform the platform manager if they plan to start late but this is only acceptable if the users inform the platform manager **2 hours** in advance, subjected to slot

availability. Users **MUST** inform the platform manager on the cancellation of reserved slots **1 day** before the beginning of the reserved slot.

1.2.4 **IMPORTANT NOTES to microITC's users:** Users are required to fill up the [MicroITC Sample Information Form](#) for **EACH** experiment/booking and submit to NISB Biophysics and Biochemistry Platform Support Team. Users are **NOT ALLOWED** to use the instrument if they fail to submit the MicroITC Sample Information form.

1.2.5 NISB should be acknowledged in publications. This is important for NISB to justify future funding which will be used to improve and procure new instruments.

“ The authors acknowledge the use of (X-ray/cryo-EM/Biophysics and Biochemistry) platform at the NTU Institute of Structural Biology.”

1.3 Safety and Operations

1.3.1 **VERY IMPORTANT:** If users experience any problems while operating an instrument, they are **NOT ALLOWED** to attempt to resolve it (unless specifically instructed by the platform manager or the support team). Users have to inform and report any issue to the platform manager immediately. If an error causes termination of the session, the user will not be billed for the remainder of the reserved time.

1.3.2 Users are **NOT ALLOWED** to install any programs/software onto the instrument's computer without permission from the platform manager.

1.3.3 If users abuse platform policies and/or act with a lack of respect toward other users or the platform manager, their access to the platform may be revoked.

1.3.4 The **Principle Investigator (PI)** is responsible for the action of the user(s) from his/her lab, i.e. the PI must ensure that the user follows all Policies & Rules of the NISB Biophysics and Biochemistry Platform.

1.4 User Responsibilities and Equipment

1.4.1 NISB Biophysics and Biochemistry platform provides shared instruments and tools to the research community. The users and the quality of their research rely heavily on them and the pristine conditions of the shared equipment. Therefore, users must treat the instruments with care and are not authorized to remove any instruments/tools/reagents from the platform at any time.

1.4.2 Users **MUST** sign the logbooks (with their name, group and time) at the beginning of their session. At the end of the session, the users are required to

sign out. If any issues have occurred, these must also be noted down in the logbook.

- 1.4.3 Users **MUST** clean up their work areas after finishing their session. All tools and consumables must be returned to their proper storage locations. Rooms and instruments should be cleaned and left in their original conditions, ready for the next user.

2: Contacts

NISB Biophysics and Biochemistry Platform Support Team

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Appendix A: OHSE Safety Courses.

Safety Courses	NISB Biophysics & Biochemistry User
Risk Management: Introduction	•
Risk Management: Legal Requirement	•
Risk Management: Risk Control Measures	•
Risk Management: Doing Risk Assessment	•
Basic Safety Training Program	•

Appendix B: OHSE Safety Courses.

Documents/Forms	NISB Biophysics & Biochemistry User
Application Form	•
WRAS Risk Assessment (<i>Submit via WRAS online system. Send approved copy to NISB</i>)	•
NTU OHSE Safety Courses Transcript	•